



**COMMUNITY ENHANCEMENT PROGRAM  
COMMITTEE MEETING  
MONDAY, JUNE 22, 2015**

**6:00 PM – CEP FUNDING ALLOCATIONS and  
PROJECT DESIGNATION for FY 2015-16**

**Community Auditorium  
1915 Main Street  
Forest Grove, OR 97116**

Thomas L. Johnston  
Richard G. Kidd  
Victoria J. Lowe

Peter Truax, Co-Chair  
Kathryn Harrington, Co-Chair

Ron Thompson  
Elena Uhing  
Malynda Wenzl

All public meetings are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192.

All public meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, at 503-992-3235, at least 48 hours prior to the meeting.

**A G E N D A**

|             |    |  |
|-------------|----|--|
| <b>6:00</b> | 1. | <b><u>ROLL CALL:</u></b>   |
|             | 2. | <b><u>CITIZEN COMMUNICATIONS:</u></b> Anyone wishing to speak on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the form provided.</i> In the interest of time, please limit comments to three minutes. |
| <b>6:05</b> | 3. | <b><u>APPROVE MINUTES FROM MEETING ON JUNE 11, 2015</u></b>  |
| <b>6:10</b> | 4. | <b><u>DISCUSSION ON ALLOCATION OF FUNDS</u></b>  |
| <b>6:50</b> | 5. | <b><u>DESIGNATION OF 2015-16 COMMUNITY ENHANCEMENT PROJECTS</u></b>  |
| <b>7:00</b> | 6. | <b>ADJOURN</b>   |

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*Minutes not official until approved by the Committee.*

**1. ROLL CALL:**

Co-Chair Peter Truax called the Community Enhancement Program Committee (CEPC) meeting to order at 6:01 p.m. **ROLL CALL:** Co-Chair Kathryn Harrington, Thomas Johnston, Victoria Lowe, Ronald Thompson, Elena Uhing, Malynda Wenzl and Co-Chair Peter Truax. **EXCUSED:** Richard Kidd. **STAFF PRESENT:** Tom Gamble, City Manager Pro-Tem; Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

**2. CITIZEN COMMUNICATIONS:**

Dr. John Hayes spoke on behalf of the Forest Grove School District Board and distributed Resolution #14-15:RO3. He requested the Committee give full consideration of CEP projects for students due to lack of school funding.

**3. APPROVE MINUTES FROM MEETING ON APRIL 16, 2015**

Wenzl moved, seconded by Uhing, to approve the minutes as presented. With all those present voting in favor, motion passed unanimously.

**4. DISCUSSION ON FUNDS AVAILABLE FOR ALLOCATION IN 2015-16:**

Downey explained the calculation of the estimated fees and expected distributions from Metro and recommended the Committee be cautious in the amount of the established allocation of funds for FY 2015-16. In response to Downey's suggestion of \$90,000, Harrington asked for a calculation based on the average tonnage over the last five years. At the conclusion of the presentations, Downey presented the average and the Committee concurred with allocating \$100,000 in Community Enhancement Program funds for FY 2015-16.

Downey also noted that he was going to ask the City Council to do an interfund loan from the General Fund to the Community Enhancement Program Fund so all projects could be funded at the beginning of the fiscal year. He noted the loan will be paid back when the distributions are received from Metro.

**5. PRESENTATION OF COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECT APPLICATIONS FOR FISCAL YEAR 2015-16:**

Tom Johnston disclosed that he is related to the Director of the FGS&CC and Elena Uhing disclosed that she is employed by Habitat for Humanity but they did not foresee having a conflict of interest when considering their application for funds.

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The following organizations presented their projects to be considered for CEP funds:

| <b>PROJECT</b>   | <b>SPONSOR</b>   |
|--|--|
| Sidewalk Chalk Art Festival                              | Valley Art Association: Roylene Read & Philip Thias                              |
| Quality of Life Enrichment for Seniors                   | Adventures Without Limits: Larz Stewart  |
| Local Tourism Small Business Support & Promotion         | FG Chamber of Commerce: Howard Sullivan & Hope Kramer                            |
| Fire Station Mural                                       | Western Wash Co Firefighters Assoc: Michael Kinkade                              |
| Improving Community Garden Infrastructure                | FG Community Gardens: Ellen Hastay   |
| Farmers Market Support                                   | Forest Grove Farmers Market: Kaely Summers                                       |
| STEM, College & Career Readiness Initiative              | Adelante Mujeres: Patricia Alvarado & Cristina Delgado                           |
| Archival Storage for Old Train Station Collection        | Friends of Historic Forest Grove: Skip Buhler & Melody Havelick                  |
| Forest Grove Gleaning Project Pilot                      | Dairy Creek Community Food Web: Ellen Hastay                                     |
| Landscaping Update for Chamber of Commerce               | FG Chamber of Commerce: Howard Sullivan  |
| Commercial Dishwasher Replacement                        | FG Senior & Community Center: Raeann Johnston                                    |
| Downtown Economic Sustainability Through Events/Training | City Club: Chris Riley   |
| Building Permits/fees for House #3                       | West Tuality Habitat For Humanity: Ray Giansante, Diane Wiley and Virginia Ohler |
| ReStore Maintenance                                      |  |
| Youth Football Safety Equipment Update                   | FG Little Guy Football: Jimmy Doyle  |
| Promote the Urban Forest                                 | Community Forestry Commission: Jen Warren  |
| Recreation & Park Brochures                              | Parks & Recreation Commission: Paul Waterstreet                                  |
| Collaborative Sustainable Community                      | Sustainability Commission: Brian Schimmel  |
| Sustainability in Schools                                | Sustainability Commission: Hope Kramer & Brian Schimmel                          |
| Don't Waste Food, Dude!                                  | Sustainability Commission: Elaine Cole   |
| Reusable Bags Initiative                                 | Sustainability Commission: John Hayes  |
| HLB Renovation Grant Program                             | Historic Landmarks Board: George Cushing   |
| Arts for a Community                                     | Public Arts Commission: Dana Zurcher   |
| Art Goes to the Park                                     | Public Arts Commission: Kathleen Leatham   |

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In response to Uhing's inquiry regarding the Habitat for Humanity project and the Sustainability in Schools project, Downey confirmed the eligibility criteria states that organizations will not be reimbursed for expenses incurred before July 1. In response to Uhing's inquiry about the Reusable Bags Initiative, it was confirmed that the project could be granted money with a condition that states the City Manager would work with the organization to come up with a distribution model.

The Committee evaluation forms are due to the City Manager's Office by Wednesday, June 17, 2015. The Committee will discuss allocation of funds and designate CEP project for 2015-16 at their next meeting scheduled for Monday, June 22, 2015, at 6 pm.

**6. ADJOURNMENT:**

Mayor Truax adjourned the CEPC at 8:41 p.m.

Respectfully submitted,

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Beverly Maughan, Executive Assistant to City Manager

## MEMORANDUM

TO: Community Enhancement Program Committee

FROM: Paul Downey, Director of Administrative Services  
Tom Gamble, City Manager Pro Tem

DATE: June 22, 2015

SUBJECT: CEP Distribution of Funding

The Committee heard the presentations from the applicants for the CEP Grant awards on June 11, 2015. Committee members have submitted their individual allocations and all projects met the requirement that funding be received from at least five committee members.

The next step is a discussion during which the Committee will recommend the funding for individual projects and designate the CEP Projects for FY 2015-16. A funding worksheet by committee member has been prepared and is attached to this memorandum.

There are still funds available to allocate. Any funds that remain unallocated after the funding process is completed will be added to the overall funds that will be available for allocation in the next fiscal year. An individual committee member can change his/her initial allocation for any project at this time.

